

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1917

**Field Office
Distribution**

Notices are available on Internet at www.fsa.usda.gov/dam/forms/notices.asp. Handbooks are available on the FSA Intranet Handbook and Notice Print Files page at http://165.221.16.90/dam/handbooks/eds_index.htm for EDS locations to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

**National Office
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**Temporary
Directives**

Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AO-1272 10-7-02	County Office On-Line Work Measurement Training	State and County Offices
AS-2050 10-4-02	Retaining Loan and Non-Loan Program Records	FSA Offices
CMA-71 10-3-02	Requirement to Notify Warehouses When Cotton Is Under Loan	State and County Offices, Cotton CMA's and LSA's
COR-98 10-9-02	Farm Loan Program (FLP) Orientation Meeting for County Operations Reviewers (COR's)	State Offices, Except AK and HI
CP-548 10-8-02	Digital Compliance Software	State and County Offices
CRP-420 10-3-02	Refunding Payment Reduction for 2002 Emergency Haying and Grazing of CRP Acreage	State and County Offices
CRP-421 10-4-02	Conservation Reserve Program (CRP) Software Information	State and County Offices
DCP-39 10-3-02	Revised Method to Determine Eligible Oilseed Bases for the Direct and Counter-Cyclical Program (DCP)	State and County Offices
DCP-40 10-3-02	FY 2002 Final Direct and Initial Advance Counter-Cyclical Payment Rates	State and County Offices
DCP-41 10-4-02	IRS Tax Treatment of Peanut Quota Buyout Program (QBOP) Payments	State and County Offices

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**Temporary
Directives
(Continued)**

Short Reference and Effective Date	Title	For
DCP-42 10-7-02	Base and Yield Update Option Analyzer (BYA)	State and County Offices
DCP-43 10-9-02	Corrective Action for Calculating Average Yields for Planted Acreage of Peanuts With Zero Actual Yield	State and County Offices
FLP-274 10-7-02	Assignment of Native American Loans to a Tribe or the Secretary of the Interior	State and County Offices
FLP-275 10-7-02	Processing Accelerations and Other Actions Before Liquidation of Loans to Native Americans	State and County Offices
FLP-276 10-8-02	Administrative Offset of Department of Justice (DOJ) Judgment Accounts That Are Retained by DOJ	State and County Offices
LP-1869 10-4-02	Peanut Warehouse Charges	State and County Offices
LP-1870 10-8-02	Authorization to Process 2002 and Subsequent Crop Year Peanut Loans and Loan Deficiency Payments (LDP's)	State and County Offices
NAP-57 10-8-02	National Crop Table (NCT) Enhancements	State and County Offices
PM-2328 10-3-02	Announcing New Diversity Best Practices Award	FSA Employees
PM-2329 10-3-02	FY 2002 Annual Performance Appraisals for Offices Under the 5-Tier Rating System	FFAS Employees Under the 5-Tier Rating System
PM-2330 10-7-02	Thrift Savings Plan (TSP) Open Season	FFAS Employees
PS-436 10-4-02	Processing 2002 Peanut Loans and Loan Deficiency Payments (LDP's) Using APSS Software Included in Special County Release No. 495-S1	State and County Offices
PS-437 10-7-02	Processing 2002 Peanut Loans and LDP's Using APSS Software Included in Special County Release No. 495-S1	State and County Offices
TB-1057 10-3-02	2002 Burley Tobacco Designation Information: Update in New Format	Burley Tobacco State and County Offices
TB-1058 10-3-02	Revised 2002 Crop Year FSA-578 Summarization Process	Tobacco State and County Offices

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Permanent Directives

Permanent directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
1-CM (Rev. 3) Amend. 5 10-4-02	Common Management and Operating Provisions	All FSA Offices
1-DCP Amend. 2 10-3-02	Direct and Counter-Cyclical Program	State and County Offices
2-PL (Rev. 1) Amend. 6 10-3-02	Subsidiary Files	State and County Offices
27-PM (Rev. 1) Amend. 7 10-8-02	County Office, Classification, Employment, and Pay Administration	State and County Offices
10-SU (Rev. 3) Amend. 9 10-4-02	Sugar Loans	Sugar State and County Offices

Procedure Notices

Procedure notices issued since the last weekly checklist are listed in this table.

PN Issue No.	Date	For
FSA PN Issue No. 149	9-25-02	State and County Offices

Obsolete Directives

Directives made obsolete since the last weekly checklist are listed in this table.

Short Reference	Date of Obsolescence	Made Obsolete By
DCP-36	10-3-02	DCP-40
PM-2313	10-8-02	27-PM (Rev. 1) Amend. 7
PS-436	10-7-02	PS-437
TB-1056	10-3-02	TB-1057
TB-1051	10-3-02	TB-1058

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USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
CCC	140	07-28-93	Dairy Refund Payment Program - Application	nofile.htm	CG	Cont./2	Counties	7-CP, 12-AO, SCOAP Release #267	DRPP2	This form is obsolete. Destroy stock.
CCC	140 Cont.	07-28-93	Continuation Sheet for Dairy Refund Payment Program - Application	nofile.htm	CG	Cont.	Counties	SCOAP Release #267	DRPP2	This form is obsolete. Destroy stock.
CCC	140-A	10-01-91	Dairy Refund Payment Program - Multiple Dairy Unit Summary	nofile.htm	CG	Cont.	Counties	9-LD, 12-AO, SCOAP Release #123	DRPP2	This form is obsolete. Destroy stock.
CCC	488	12-27-90	Installment Payments Under Section 1121 of the 1990 Farm Bill	nofile.htm	RPL	Sheet	Counties			This form is obsolete. Program is no longer active. Destroy stock.
CCC	502-A Instru.	01-23-91	Instructions for Completing Form CCC-502A, Farm Operating Plan for Payment Eligibility for an Individual	nofile.htm	To be printed on demand	Sheet	Counties	7-CP, 12-AO, 1-PL, 1-COR, 25-AS, 7-PA		This form is obsolete. Destroy stock. Instructions available on public eForms site.
CCC	502-B Instru.	01-23-91	Instructions for Completing Form CCC-502B, Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership	nofile.htm	To be printed on demand	MP/3	Counties	7-CP, 1-PL, 1-COR, 7-PA		This form is obsolete. Destroy stock. Instructions available on public eForms site.
CCC	502-C Instru.	01-23-91	Instructions for Completing CCC-502C, Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities	nofile.htm	To be printed on demand	Sheet	Counties	7-CP, 1-PL, 1-COR, 7-PA		This form is obsolete. Destroy stock. Instructions available on public eForms site.
CCC	502-D Instruc.	01-23-91	Instructions for Completing CCC-502D, Farm Operating Plan for Payment Eligibility Review for an Estate or Trust	nofile.htm	To be printed on demand	Sheet	Counties	7-CP, 1-PL, 1-COR, 7-PA		This form is obsolete. Destroy stock. Instructions available on public eForms site.
CCC	509 Appendix	10-01-02	Appendix to Form CCC-509, Direct and Counter- Cyclical Program Contract	CCC0509APPENDIX.pdf	Electronic Form	MP/7	State and County Offices	1-DCP		This form was reissued on 10/3/02 to remove the number "7" that preceded the year 2002 in paragraph 6C on page 4 of the appendix. The edition date of the form was not changed.
CCC	511	03-23-81	Loan Collection Letter	nofile.htm	KC	Set/3	KCCO	7-LP, 12-AO		This form is obsolete. Destroy stock.

Note: Files saved in PDF Format must be opened in Adobe Acrobat Reader 5.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.

National Procedure Checklist No. 1917 (Continued)

USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
CCC	679	08-02-96	Lien Waiver	CCC0679.pdf	Electronic Form	Sheet	County Offices	7-CN, 14-CN, 22-CN, 10-SU, 2-LP (RICE), 2-LP (PEANUTS), 5-LP, 8-LP	TBD	This form has been reissued to allow letters to be entered as well as numbers in Item 6.
CCC	688	02-06-90	Loan Making Worksheet for Gramm Rudman Reductions (Use with both form CCC-677 and CCC-678)	nofile.htm	RPL	Sheet	Counties	12-AO, 7-LP		This form is obsolete. Destroy stock.
CCC	695	11-13-92	Request for Authorization Code for Deficiency Payments	nofile.htm	RPL/WP	Sheet	States, Counties	7-PA		This form is obsolete. Destroy stock.
CCC	800	05-06-87	Addendum to CCC-806, Farm Storage Grain Reserve Agreement and CCC-677SP, Farm Storage Note and Security Agreement for Special Producers Storage Loan Program	nofile.htm	RPL	Sheet	Counties in IL only	7-LP		This form is obsolete. Destroy stock.
CCC	806	03-01-88	Farm Storage Grain Reserve Agreement	nofile.htm	CG	Set/2	Counties	12-AO, 7-LP, SCOAP Release #98		This form is obsolete. Destroy stock.
CCC	807	03-01-88	Warehouse Storage Grain Reserve Agreement	nofile.htm	CG	Set/3	Counties	12-AO, 7-LP		This form is obsolete. Destroy stock.
CCC	812	12-08-88	CCC Adjusted Value Redemption Agreement for Commodity Certificates	nofile.htm	RPL	Sheet	Counties			This form is obsolete. Destroy stock.
FSA	215	08-05-82	Supplement Worksheet for Division of Feed Grain and Wheat with Separate Irrigation and Non-Irrigation Established Yields	nofile.htm	RPL	Sheet	Counties	12-AO		This form is obsolete. Destroy stock.
FSA	400	09-14-92	Hurricane Disaster Assistance Certification of Eligibility Requirements for Receiving FSA Benefits	nofile.htm	RPL	Sheet	HI and FL	Memo to FL and HI		This form is obsolete. Destroy stock.
FSA	466	03-07-88	Deficiency Payments System Correction Form Not Involving Partnership	nofile.htm	RPL	Sheet	Counties	5-PA		This form is obsolete. Destroy stock.
FSA	477-3	02-22-82	Producer Rice Adjustment Worksheet	nofile.htm	RPL	Sheet	Counties			This form is obsolete. Destroy stock.

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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
FSA	533	09-17-02	Freedom of Information and Privacy Act Request	FSA0533.PDF	Electronic Form	Sheet	WDC, State and County Offices	12-AO, 2-INFO	INFO2	This form is available electronically. Destroy old stock.
FSA	579	01-11-78	Farm Inspection by Aerial Observation	nofile.htm	RPL	Sheet	Counties			This form is obsolete. Destroy stock.
FSA	Item 436	10-04-02	Contents of Loan Servicing Application Package	ITEM436.PDF	Electronic Form	MP/34 Head to Head	FSA	FSA PN No. 94, dated 5-22-00	N/A	This item was revised to add file links to the forms that are included in FSA Item 436 package. The most current version of the forms will be accessed when assembling the package.
FSA	Unnumbered 20	01-30-91	Notice of Determination of Maximum Irrigated Acreage	nofile.htm	CG	MP/2	Counties	12-AO, 5-PA		This form is obsolete. Destroy stock.
FSA-HQ	120	06-02-83	Marketing Information Sheet	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy stock.
FSA-HQ	301	03-20-79	Title II PL-480 Status of Commodity Requests	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy stock.
FSA-HQ	379	01-27-81	Stations and Terminal Markets Used in Determining Price Support Data	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy stock.
FSA-HQ	427	11-15-82	General Ledger	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy stock.
MQ	5 ELS	08-26-82	Extra Long Staple Cotton Market Quota Referendum Ballot	nofile.htm	States	Sheet	Counties	1-PA		This form is obsolete. Destroy stock.
MQ	5 Upland Cotton	11-13-85	1986 Upland Cotton Market Quota Referendum Ballot	nofile.htm	States	Sheet	Counties	1-PA		This form is obsolete. Destroy stock.
MQ	5 Wheat	06-17-85	1986 Wheat Marketing Quota Referendum Ballot and Instructions for Voting	nofile.htm	RPL	Sheet	Counties			This form is obsolete. Destroy stock.
SU	3	04-24-86	Request for a Benefit Payment	nofile.htm	RPL	Sheet	Counties	10-SU		This form is obsolete. Destroy stock.
SU	20-1	12-30-66	Report of Shipments to Territories or Possessions in Fulfillment of Conditions of Bond	nofile.htm	CPAD	Sheet	Counties			This form is obsolete. Destroy stock.

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